

**BY ORDER OF THE COMMANDER  
910 AIRLIFT WING**

**910 AIRLIFT WING INSTRUCTION 32-1001**

**12 SEPTEMBER 2013**

**Civil Engineering**

**WORK CLEARANCE REQUEST**



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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 910 MSG/CE

Certified by: 910 AW/CC  
(Colonel James D. Dignan)

Pages: 5

Supersedes: 910AWI32-1001,  
10 August 2005

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*, and Air Force Instruction (AFI) 32-1001, *Operations Management*, Para 6.6. It establishes procedures, requirements, and responsibilities for the processing of the Air Force (AF) Form 103, *Base Civil Engineer Work Clearance Request*. This instruction applies all persons (civilian employees, military personnel, contractors, and sub-contractors) who have a need or requirement to perform work on the Youngstown Air Reserve Station facility and installation. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using Air Force (AF) Form 847, *Recommendation for Change to Publication*; route all AF847s from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS). **NOTE:** Any document, form, or record created using Personal Identification Information (PII), must do so within the scope, limitations, and protection of AFI33-332, *Air Force Privacy Act and Civil Liberties Program*, and Title 5, United States Code (USC) 552a, as amended, *Privacy Act of 1974*.

## ***SUMMARY OF CHANGES***

This document has revisions and updates that must be reviewed. The names have been changed. in **paragraph 2** and **3.1**; added marking the area with white flags (white flags provided by BOS SP)

### **1. Purpose.**

1.1. The AF Form 103, is used for any work (Contract or In-House), that may disrupt aircraft or vehicular traffic flow, base utility services, base communication cables, protection provided by fire and intrusion alarm systems, or routine activities of the installation. This form is used to coordinate the required work with key base activities and keep customer inconvenience to a minimum. It is also used to identify potentially hazardous work conditions in an attempt to prevent accidents. The Work Clearance Request is initiated at least ten (10) days prior to the start of work. If work delays are encountered, and/or the conditions at the job site change (or may have changed) the Work Clearance Request must be reprocessed.

1.2. The processed and approved AF Form 103 is used as an authorization document to work in a specified area. It certifies that all required coordination has been conducted.

### **2. Responsibilities.**

2.1. The requestor shall be responsible for processing the initial request and marking the area with white flags (white flags provided by BOS). The requestor for all Civil Engineering contracts and/or project work shall be the Project Engineer, Engineer or Engineering Technician appointed by the Project Engineer within the appropriate work area. The requestor for all work to be accomplished by the BOS RPM Function or other service provider shall be an individual appointed by the service provider; this individual shall be in a comparable position, grade, or title as those listed above. On Corps of Engineers Projects, the requestor shall be the Corps of Engineers (COE) Field Supervisor, or his designated representative. Other agencies which require a permit shall appoint a designated representative to serve as the requestor for all work to be accomplished.

2.2. All personnel responsible for the design/planning of any work to be accomplished shall ensure that provisions are included in the design/plan to place tracer wires in any ditch or trench containing any pipe, conduit, drain tile, cable or any other item which may require positive location for future excavation.

### **3. Procedures.**

3.1. Requestor. When excavation and/or other work for which an AF Form 103 is required, the requestor shall complete the top portion of the AF Form 103 and coordinate with the BOS RPM customer service unit (CSU) to locate and mark or stake utilities as required. The requestor shall provide a clear, legible document, depicting the exact work area, mark the proposed work area with white flags (white flags provided by BOS) and shall coordinate with the BOS RPM function's appointed representative to determine the utilities which may require marking. Routine/non-emergency requests shall be submitted at least ten (10) working days prior to the estimated start date of the required work. For emergency work the requests shall be submitted immediately. "Emergency Request" shall be clearly annotated on the AF Form 103. The BOS RPM Function shall be responsible for obtaining coordination of

those elements on the form outside of the Civil Engineering Division (i.e., Safety, Fire Dept, Security, Operations (Ground and Flight), Communications, except for privatized/public utilities and/or Ohio Utilities Protection Services (OUPS)). The requestor shall ensure that the appropriate approval signature is obtained prior to the start of any work. The time frame for the validity of the request shall be annotated on the form and shall be ninety (90) days unless otherwise noted. The BOS RPM Function annotates the AF Form 103 after the required coordination is completed and returns a copy of the AF FORM 103 to the requestor. The original AF Form 103 is kept on file in the BOS RPM Functions Office.

3.1.1. The requestor shall ensure that an accurate drawing or sketch of the completed work is provided to the Base Civil Engineering Flight. Requestors shall notify the BOS RPM Customer Service Unit (CSU) upon completion of all work associated with the request.

3.2. The BOS RPM Function: Shall assign an appropriate craftsman to locate and stake or mark the required utility within ten (10) working days of receipt of an AF FORM 103. When all utilities have been located and marked, the RPM Function Foreman or designated representative shall notify the requestor, and return the AF Form 103 to BOS RPM Customer Service.

3.3. The marker of the utility (BOS RPM, OUPS, COM, Private Utility Rep, etc.) shall trace and locate the pipe, cable, line, wire, tile, or other item concerned, by the use of an electronic locator and the provided sketches/drawings, and shall mark the path with a stake or paint, whichever is appropriate. Paths shall be clearly marked with a stake or paint mark at least, but not more than, every ten (10) feet along the route within the proposed work area. Upon completion of the assigned task, the craftsman shall notify the BOS RPM Foreman.

3.3.1. Marker comments such as "SEE PRINTS" on the AF FORM 103, Block 8, shall not be acceptable. All utilities shown on the drawing(s) as within the "construction area" shall be marked; if "construction area" is not designated, the area within four (4) feet, (2 feet on either side) of the proposed work shall be marked. In areas where there is a large concentration of utilities or the utility cannot be positively located, the drawings and AF Form 103 shall be clearly marked "HAND DIG ONLY IN THIS AREA".

3.4. Contractors performing work within the installation shall ensure that they work within the limitations specified. Any damages incurred during performance of the work described in the AF Form 103 will be handled in accordance with applicable law/regulation and/or the terms of the applicable contract. In areas marked "HAND DIG ONLY IN THIS AREA", the Contractor shall assume complete responsibility for any damage incurred.

3.5. Single point of contact: The Civil Engineering BOS RPM Customer Service Unit, (CSU), shall be the point of contact for all open AF FORM 103, *Work Clearance Requests*. The CSU shall receive requests from the Requestor and shall log all requests. The CSU log shall contain, as a minimum, the date received, date required, the job order number, a locally assigned control number, and the expiration date (90 days unless otherwise noted).

3.5.1. Revalidation. When a request expires or extends beyond the expiration date, the requests shall be revalidated by the BOS RPM Function, the extended expiration date shall be annotated on the AF Form 103, and the CSU log adjusted to reflect the extension. The requestor must initiate the revalidation of the AF Form 103.

3.5.2. Termination. When the requestor notifies the BOS RPM function that associated work has been completed, the BOS RPM, CSU will annotate the log with the appropriate date of completion and the request shall be closed. A copy of the closed AF Form 103 shall be provided to the requestor by the BOS RPM within five (5) working days of closing.

**4. Draftsmen.** The government personnel assigned the duties of drafting shall ensure that all appropriate drawings are updated after completion of the work and closing of the AF Form 103 to reflect the most current changes in accordance with the information provided by the requestor and/or the Engineer Flight Chief.

**5. Communications.** Base Communications personnel shall be responsible for coordination/marketing of any communications and associated equipment lines within their ownership/control and shall advise the requestor if additional coordination is required with outside communication companies. Contractor, or other entity performing the work, is responsible for any permits or coordination with the Ohio Utilities Protection Service (OUPS) or Utility owner (such as First Energy/Ohio Edison), as required by its contract/order.

**6. Questions/Discrepancies.** Any question or discrepancy arising from, or as a result of, these procedures, shall be directed to the Base Civil Engineer.

JAMES D. DIGNAN, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFPD 32-10**, *Installations and Facilities*, 04 Mar 2013

**AFI 32-1001**, *Operations Management*, 01 Sep 2005

**AFI 33-332**, *Air Force Privacy and Civil Liberties Program*, 05 Jun 2013

**AFMAN 33-363\_AFGM 2013-01**, *Management of Records*, 29 Aug 2013

***Adopted Forms:***

**AF Form 103**, *Base Civil Engineering Work Clearance Request*

**AF Form 847**, *Recommendation for Change to Publications*

***Terms and Acronyms***

**AFI**— *Air Force Instruction*

**AFMAN**— *Air Force Manual*

**AFPD**— *Air Force Policy Directive*

**BOS**— *Base Operating Services*

**COE**— *(US Army) Corps of Engineers*

**CSU**— *Customer Service Unit*

**OUPS**— *Ohio Utilities Protection Service*

**RDS**— *(Air Force) Records Disposition Schedule*

**RPM**— *(Base/Facility) Real Property Manager*